

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the planning, coordinating and supervising of the activities for the employment programs administered through the Department of Family Services which are designed to provide support and direction to clients of public assistance so they may secure and retain permanent employment. The work is performed under the general supervision of the Director of Temporary Assistance in accordance with applicable State and Federal regulations. Supervision is provided to technical and clerical staff for all employment related functions.

TYPICAL WORK ACTIVITIES:

Plans, monitors, supervises and evaluates specific employment programs and activities;

Coordinates all employment functions between the Department of Family Services (DFS) and the County's Center for Workforce Development;

Applies applicable Social Services regulatory standards to all public assistance clients and determines those eligible for employment services and refers them accordingly;

Acts as a coordinator and liaison with human service agencies, service providers and employers;

Develops and maintains the data and case management files for the employment services subsystem as required by the State Office of Temporary & Disability Assistance (OTDA);

Coordinates the development of the individually tailored Biennial Employment Plan for each referred public assistance client;

Implements new employment initiatives as mandated by State and Federal regulations;

Coordinates placement functions for all Community Work Experience Program participants;

Reviews and approves all appropriate actions pursuant to client sanctions for non-compliance with one or more of the employment service regulatory standards;

Coordinates the conciliation and sanction process in 18 NYCRR Part 385;

Conducts and submits quarterly NYSDOL Work Verification review with OTDA to ensure accuracy in the employment subsystem and ensure appropriate employment codes are entered in each case;

Represents DFS at quarterly regional Employment Coordinator meetings with OTDA staff;

Reviews COGNOS reports and makes recommendations for program adjustments and improvements.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of federal, state and local social service laws and programs as they affect eligibility for financial assistance; thorough knowledge of the Department's overall programs, policies and procedures; good knowledge of other laws and programs which may affect eligibility, such as Worker's Compensation, Social Security and Unemployment Insurance; working knowledge of modern principles and practices of social casework; ability to communicate and deal effectively with others, good powers of observation, perception and analysis; sensitivity to the reactions of others; emotional maturity; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and (2) years of experience in planning, coordinating or delivering employment or training services one year of which must have been in a supervisory capacity; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and (4) years of experience in planning, coordinating or delivering employment or training services one year of which must have been in a supervisory capacity; or

- (C) Interviewing, determining eligibility and providing supervision for a major Social Services Assistance program as a Senior Social Welfare Examiner or above for (5) years.
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Originated: 10/19/16  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 2/2/2023  
Revised and Replaced in Classplan: 4/1/2025 (Edu)